



graduate
arts

1981-82
handbook of

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the college of
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STUDENT HANDBOOK

The *Student Handbook* and the William and Mary graduate catalog contain the rules, regulations, and policies that govern your life at the College, both academic and extracurricular. This pamphlet is not intended to supplant the *Student Handbook* as the official statement of College policy, but to bring to graduate students' attention in a convenient format answers to the questions they most commonly ask.

You remain responsible for a knowledge of College policies set forth in the catalog and the *Student Handbook*. Copies of both are readily available at your department or school office.

In addition, the *Student Handbook* contains more extensive information on campus activities and facilities and on the social and cultural life of Williamsburg. Be certain to obtain a copy.



TO ALL NEW AND RETURNING GRADUATE STUDENTS IN ARTS AND SCIENCES AND MARINE SCIENCE:

On behalf of the Faculties of Arts and Sciences and Marine Science we want to welcome you to William and Mary this year. We hope that your experience at the College will be stimulating and profitable.

You may obtain a graduate catalog and descriptive material regarding your course of study from your respective departments or school. But in addition there are some matters of common interest that we wish especially to bring to your attention in this pamphlet.

Note above all the description of the honor system which has been a tradition of this College for many years. Since it is binding on all students and is administered by students, you should become thoroughly familiar with its regulations.

Registration for graduate students for the fall semester will be on Tuesday, August 25, 1981. Orientation for new students will be on that same day at 2:00 p.m. in the Campus Center. Immediately following, at about 3:30 p.m., the Graduate Council will sponsor a keg party also in the Campus Center. All graduate students and their spouses are cordially invited.

Frank O. Perkins
Acting Dean of the School of Marine Science

Zeddie P. Bowen
Dean of the Faculty of Arts and Sciences

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THE HONOR CODE

(Graduate)

The College of William and Mary has traditionally operated in all departments of instruction under an Honor Code administered entirely by students. The basic premise of the Code is, in the simplest terms, intellectual honesty, the sine qua non of scholarship. It is assumed that, to students embarking upon professional academic study, the absolute necessity of adhering to this principle in their professional lives and insisting upon it in the professional lives of others is self-evident.

The undergraduate and each of the graduate student bodies separately administers the Honor Code for its own members. Among graduate student bodies, differences in professional requirements and organization occasion variations in procedure but all conform to the principles established in the *Statement of Rights and Responsibilities*, the text of which may be found in the *Student Handbook*.

FOR GRADUATE STUDENTS UNDER THE FACULTY OF ARTS AND SCIENCES AND THE SCHOOL OF MARINE SCIENCE

The Graduate Student Association (representing students in both Arts and Sciences and Marine Science) shall appoint an Honor Council from among their members, at the beginning of every fall semester, to serve for one year. The number of members and the manner of selection shall be prescribed by the association's bylaws. The appointing authority shall designate one Council member as Chairperson, and the president of each association shall report the names of the members chosen to the Graduate Dean of Arts and Sciences and the Dean of the School of Marine Science.

Allegations of honor violations shall be reported to the Chairperson of the Honor Council who shall arrange for a hearing. At the hearing the Chairperson shall direct the questioning and shall have a vote. Each member of the committee shall have the opportunity to question both the witnesses and the accused.

A student who has been accused of an honor code violation shall be given a written statement of the charge and written notification of the composition of the Honor Council appointed to hear his or her case, at least five days in advance of the hearing. The student may submit a written statement of the case to the Council in advance of the hearing. The student must present in writing any challenge of bias against any voting member of the Council no later than forty-eight hours in advance of the hearing. The challenge shall be decided by the Vice President for Academic Affairs.

The accused shall be present at the hearing. In the event that the accused elects to be represented by counsel, he or she must notify the chairperson of the Honor Council in writing no later than forty-eight hours before the scheduled time of the hearing. The Honor Council shall have the right to counsel of its own choosing, but such counsel may not question witnesses or

the accused, or vote on the finding or penalty. The accused shall have the right to know the evidence on which he or she is being tried, to question the accuser, and to cross-examine witnesses. The accused shall have the right to present witnesses in his or her defense and to present whatever information or evidence the accused deems appropriate to a fair and adequate defense. In the determination of guilt, only the evidence relating to the charge on which the accused is being tried may be considered. However, in fixing a penalty, the prior conduct of the student may be considered. The student has the right to rebut the record of such conduct presented to the committee. A tape recording of the hearing shall be made, and a student whom the Honor Council has found guilty shall have access to the recording of his or her hearing.

Although the College considers the testimony and evidence of a hearing and the finding and penalty confidential, it imposes no such stricture upon the student being tried. A hearing is normally closed but, upon the request of the accused and when approved by the chairperson and the Honor Council, an open hearing may be held. In the event, however, that the presence of others interferes with the orderly conduct of the hearing, the Council may vote to close the hearing.

The person who charges another with violation of the Honor Code has the right to be present at the trial during presentation of the evidence and the questioning of witnesses, in order to be satisfied that his or her complaint is properly heard, and to be informed by the Graduate Dean of Arts and Sciences or the Dean of the School of Marine Science, as is appropriate, of the Council's finding and the penalty imposed, if any.

No one except the members of the Council hearing the case shall be present while the Council deliberates its finding and the penalty to be imposed, if any.

A majority of the Council shall determine the verdict and, if the finding is guilty, may recommend penalties ranging from reprimand to dismissal to the Graduate Dean of Arts and Sciences or to the Dean of the School of Marine Science, as is appropriate.

Except in cases of oral reprimand, the accused shall be given written notification of the decision of a committee, dated within twenty-four hours of the conclusion of the hearing. Until so informed, the student shall be entitled to attend classes and participate in other College functions.

Any student found guilty by a committee of discipline shall have the right to appeal the finding and the penalty imposed to the President of the College. The President may delegate his authority in such instances to the Vice President for Academic Affairs. Such an appeal must be presented to the President, or his designee, through the Graduate Dean of Arts and Sciences or the Dean of the School of Marine Science, as is appropriate, within five calendar days of official notification to the student of the finding of the discipline committee and must clearly state the reasons advanced for reversal or modification of the board's decision. The President or his designee may extend the period within which to file an appeal for good cause.

INFRACTIONS OF THE HONOR CODE

Infractions of the Honor Code are defined as follows:

1. *Cheating*: Fabricating written assignments, giving aid to any student or receiving aid without the consent of the professor on tests, quizzes, assignments, or examinations, and the act of plagiarism with intent to deceive are violations of the Honor Code. Consulting unauthorized materials on tests, quizzes, assignments, or examinations shall constitute prima facie evidence of the intent to subvert the purpose of the exercise and shall be interpreted as cheating.

Plagiarism is the act of presenting the information, ideas, or phrasing of another person as if they were one's own. Such an act is plagiarism whether by ignorance of proper scholarly procedures, failure to observe them, or deliberate intent to deceive. Plagiarism with intent to deceive is a violation of the Honor Code. The presence of a significant amount of plagiarized work shall constitute prima facie evidence of this intent.

Regardless of the reasons, plagiarism is a violation of the standards of scholarship which the College endeavors to teach. While these standards encourage the constructive use of materials for reference or research, they also demand the honest acknowledgment of all sources of help. If the instructor should determine that such acknowledgment is not made according to the accepted procedures in the scholarly discipline involved, he or she may take into consideration such lack of scholarly standards when assigning a grade for the course.

2. *Stealing in Academically Related Matters*: Stealing in academically related matters is the act of taking, or appropriating, without right or leave, that which belongs to another with intent to achieve an unfair advantage in academic matters.

Removing books from the College Library without checking them through the proper channels is stealing. Student use of the College Library is subject to the principles of the Honor Code. The open-stack system is in effect; that is, students may browse in the stacks, and the students themselves assume responsibility for checking out books at the circulation desk. The alternative of the open-stack system is a closed-stack, under which students are not free to browse but, rather, must give the titles of books they are interested in to a clerk who locates the books. The advantage to the students of the open-stack system in terms of ease of research and intellectual stimulation make the open-stack system preferable. The system can continue, however, only so long as students assume their obligations under the Honor System to obey Library regulations.

3. *Lying*: Lying is the intentional statement of an untruth made with deliberate intent to mislead another about other than trivial matters. If an individual tells an untruth concerning some matter but, later, on his or her own initiative, tells the truth concerning the same matter before the

individual is confronted with committing a breach of honor, this shall be considered in his or her favor in dealing with the case and determining the penalty.

Forgery is considered an act of lying. It includes the unauthorized signing of a College document.

Falsely testifying before an Honor Council is itself an honor offense. If an individual is being tried for an offense of the Honor Code on one count and, in the opinion of the Council, lies while appearing before an Honor Council, he or she shall be accused of committing an additional breach of honor. In such cases, a new trial shall be held to determine the guilt or innocence of the accused on the additional charge of lying.

Amendment

The Honor Code for graduate students under the Faculty of Arts and Sciences and the School of Marine Science may be amended upon the recommendation of the Graduate Student Association, with the concurrence of the President of the College, upon the advice of the Graduate Dean of Arts and Sciences and the Dean of the School of Marine Science.

CONSTITUTIONAL PROVISION REGARDING SELECTION OF AN HONOR COUNCIL

The Council of the Graduate Student Association, in September of each year, shall appoint five of its members to serve as an Honor Council, designating from among them a Chairman and a Vice Chairman, and shall appoint two of its members in addition to serve as alternates for the Honor Council. The President of the Graduate Student Association shall inform the Graduate Dean of Arts and Sciences and the Dean of the School of Marine Science of the names and addresses of the persons appointed.

DISCIPLINE COMMITTEES

The discipline of the College is vested in the President by action of the Board of Visitors. The President has delegated disciplinary authority in the case of graduate students to the Vice President for Academic Affairs and other administrative officers as described below.

FOR GRADUATE STUDENTS UNDER THE FACULTY OF ARTS AND SCIENCES AND THE SCHOOL OF MARINE SCIENCE

1. Basic Policy

The President has empowered the Vice President for Academic Affairs, the Graduate Dean for Arts and Sciences, and the Dean of the School of Marine Science to exercise limited disciplinary authority and to levy penalties of oral or written reprimand and lesser penalties as appropriate.

Students so disciplined shall have the right to request a hearing before a committee on discipline. Cases involving offenses punishable by suspension or dismissal from the College shall be tried by a discipline committee in accordance with procedures set forth below.

2. Composition of a Discipline Committee

A discipline committee shall be appointed by the Vice President for Academic Affairs in each instance in which a case arises. A discipline committee shall consist of the Graduate Dean of Arts and Sciences or the Dean of the School of Marine Science, as is appropriate, as chairperson (who shall not vote in the proceedings), three members of the faculty of the department or school in which the student is pursuing his or her major work, and three graduate students who have been admitted to a degree program under that faculty or school, selected from at least five nominees presented by the Graduate Student Association. The faculty members of the committee shall not include a faculty member who is pressing charges against the student and, in the case of a student in arts and sciences, one faculty member and one student member shall be from the same department as the student accused. The Dean shall direct the questioning at the hearing but shall have no vote. Each member of the committee shall have the opportunity to question both the witnesses and the accused.

3. Procedure

A student who has been accused of misconduct shall be given a written statement of the charge and written notification of the composition of the committee appointed to hear his or her case at least five days in advance of the hearing. The student may submit a written statement of the case to the committee in advance of the hearing. The student must present in writing any challenge of bias against any voting member of the committee no later than forty-eight hours in advance of the hearing. The challenge shall be decided by the Vice President for Academic Affairs.

The accused shall be present at the hearing. In the event that the accused elects to be represented by counsel, he or she must notify the chairperson of the committee in writing no later than forty-eight hours before the scheduled time of the hearing. A committee on discipline shall have the right to counsel of its own choosing, but such counsel may not question witnesses or the accused, or vote on the finding or penalty. The accused shall have the right to know the evidence on which he or she is being tried, to question the accuser, and to cross-examine witnesses. The accused shall have the right to present witnesses in his or her defense and to present whatever information or evidence the accused deems appropriate to a fair and adequate defense. In the determination of guilt, only the evidence relating to the charge on which the accused is being tried may be considered. However, in fixing a penalty, the prior conduct of the student may be considered. The student has the right to rebut the record of such

conduct presented to the committee. A tape recording of the hearing shall be made, and a student whom a discipline committee has found guilty shall have access to the recording of his or her hearing.

Although the College considers the testimony and evidence of a hearing and the finding and penalty confidential, it imposes no such stricture upon the student being tried. A hearing is normally closed but, upon the request of the accused and when approved by the chairperson and the committee, an open hearing may be held. In the event, however, that the presence of others interferes with the orderly conduct of the hearing, the committee may vote to close the hearing.

Except in cases of oral reprimand, the accused shall be given written notification of the decision of a committee, dated within twenty-four hours of the conclusion of the hearing. Until so informed, the student shall be entitled to attend classes and participate in other College functions, unless a committee believes the student's presence and participation would constitute a threat to his or her own safety and welfare or to that of other members of the College community, in which case the student shall be so informed in writing.

4. Sanctions

Among the penalties levied by the appropriate authorities for a violation of rules and regulations are those listed below. Additional penalties of less severity may be employed as is appropriate.

- a. Restitution: Requiring a student to reimburse the College or appropriate individual for damage to, or misappropriation of, property. The penalty of restitution may be accompanied by other sanctions.
- b. Reprimand: Notice, written or oral, constituting a severe reproof and a warning that the behavior of which the student has been found guilty will not be tolerated by the College. It cautions the student that repetition of the behavior may result in a more severe penalty.
- c. Disciplinary Probation: Continued enrollment but under stated conditions, limiting his or her activities, and constituting a warning that further misconduct or violation of College regulations shall be referred to the Discipline Committee and may result in his or her dismissal from the College.
- d. Suspension: An involuntary separation from the College for a period determined by the Committee, during which time the student must leave the campus and is not eligible to participate in classes or any College-sponsored or College-related activities. At the end of that period, the student is automatically eligible for readmission provided there is no other encumbrance upon his or her readmission.

e. Required withdrawal with eligibility to apply for readmission: An involuntary separation from the College, during which time the student must leave the campus and is not eligible to participate in classes or any College-sponsored or College-related activities, with a date determined by the Committee when the student may apply for readmission. In such instances, the student must first satisfy the Committee, or a succeeding committee, by his or her conduct and record that he or she is in fact entitled to readmission.

f. Dismissal: Involuntary separation of the student from the College without expectation of readmission. The student must leave campus and is not eligible to participate in classes or any College-sponsored or College-related activities.

5. Right of Appeal

Any student found guilty by a committee of discipline shall have the right to appeal the finding and the penalty imposed to the President of the College. The President may delegate his authority in such instances to the Vice President for Academic Affairs. Such an appeal must be presented to the President, or his designee, through the Graduate Dean of Arts and Sciences or the Dean of the School of Marine Science, as is appropriate, within five calendar days of official notification to the student of the finding of the discipline committee and must clearly state the reasons advanced for reversal or modification of the board's decision. The President or his designee may extend the period within which to file an appeal for good cause.

GRADUATE STUDENT GOVERNMENT

Student opinion is of vital concern to the College faculty and administration. Often proposals from students have brought about fundamental changes in College policy. All students are encouraged to express their opinions at any time to faculty and administrators, but in addition the following institutions provide the mechanism for students to control their own affairs and to have input into the governance of the College. Every student is encouraged to take part in student government and to apply for membership on appointed committees through the Graduate Dean of Arts and Sciences and the Dean of the School of Marine Science.

The Statement of Rights and Responsibilities was approved by the College community - faculty, students, and administration - and adopted by the Board of Visitors in 1973. It elaborates in the context of the College environment the rights and responsibilities of all citizens of the commonwealth and nation. The text of the Statement may be found in the *Student Handbook*.

The Graduate Student Association is a voluntary organization open to all graduate and unclassified (post-baccalaureate) students enrolled under the Faculty of Arts and Sciences and the School of Marine Science. Members need not be registered for courses at the time to participate. The purpose of the Association is to advance the academic and social interests of its members. Members of the Graduate Student Association Council are elected at meetings of graduate students in each department and school at the beginning of the fall semester.

The Board of Student Affairs is an organization composed of student, faculty, and administrative representatives concerned with matters of general interest to the students of the College. It has responsibility for the allocation of the student activities fee among the various campus activities and organizations. The Graduate Student Association selects one member of the Board.

The President's Graduate Student Advisory Council. Each year the President selects two students each from Arts and Sciences and the four professional schools to serve him as advisors. Meeting approximately once each month during the academic year, they discuss with him matters of concern to the College and advise him on desirable courses of action.

The Graduate Council is composed of the deans of the schools and the Graduate Dean of Arts and Sciences plus two other faculty representatives from Arts and Sciences, and the chairperson of each of the graduate student associations. The chairperson of the Council is the Vice President for Academic Affairs. The Council meets as needed during the academic year to discuss matters of importance to the graduate program of the College.

College Committees. Graduate student representatives are appointed each year to the following College committees. Not all schools and Arts and Sciences are represented on each committee each year, nor is it necessary, except where indicated, that the same school or Arts and Sciences be always represented on a given committee. Students are encouraged to apply to serve as representatives on any committee in which they have a particular interest.

Affirmative Action
Athletic Affairs
Commencement
Concerts
Environment
Food Service Advisory

Library (both Arts & Sciences
and collegewise)
Prizes and Awards
Student Financial Aid
and Placement
Transportation Appeals Board

CONCERNS AT REGISTRATION

Information Regarding Your Plans. Please inform your department or school well in advance whether you intend to register in any given semester. Although students in Arts and Sciences are not required to obtain official leave of absence for any semester in which they do not register for classes, you will find giving your department adequate notice of your plans will greatly shorten the time you have to spend clearing up administrative details. Marine Science students must obtain official leave for any semester in which they do not register after matriculation.

REGISTRATION for the fall semester 1981-82 will be on Tuesday, August 25, 1981, and for the spring semester on Friday, January 15, 1982. Normally graduate advisors prefer to meet with students one or two days before these dates. Consult your department or school for details.

Preregistration for the spring semester will be about October 14. Watch for announcements of the exact date. Students who preregister and make no subsequent change in their programs need not report until the first day of classes in the spring unless they have other obligations as assistants or apprentices.

Final Transcripts. New students who have recently graduated from college should remember that admission to William and Mary is conditional upon submission of a final official transcript indicating that a bachelor's degree has been conferred. Other students should by this time have submitted transcripts of all work done at other institutions of higher learning.

Questionnaire Concerning Classification as a Virginia Resident. Although by now eligible applicants should have filed the questionnaire regarding Virginia residence, there may be a few who have not done so. All students who wish to claim Virginia residency are reminded that the questionnaire must be on file at the Registrar's Office (James Blair 116) before they can be entitled to the lower tuition.

Tuition. Students who have not been awarded an assistantship or apprenticeship that includes tuition, or a scholarship or fellowship equal to or greater than the amount of tuition, must complete payment of tuition and fees for each semester at the Treasurer's Office, or at the Office of the Dean of the School of Marine Science, *prior to registration* for that semester. Contracts for assistants and apprentices in Arts and Sciences will clearly indicate the amount of tuition included, if any. Assistantships in Marine Science do not include tuition. Note that scholarships and fellowships awarded for an entire academic year will be applied one-half to each semester and will be applied first to cover tuition due. Only if the scholarship or fellowship applied to a semester is in excess of tuition owed for that semester will money be paid directly to the student. Arts and Sciences

students who have questions about their tuition should contact Ms. Diane Rice, Student Accounts (James Blair 102). Marine Science students should contact the office of the dean.

Medical Form. The enclosed statement for the student health service is required for any full-time student who wishes to take advantage of the service. Advanced doctoral students whom departments or the school certify to be on full-time research even though they are not registered as full-time students qualify for the student health service upon payment of \$63.00 per semester or \$4.00 per week during summer session. These rates are subject to change without notice. Please return the statement in the envelope provided to the health service. The medical services available at the infirmary make it advisable for every eligible student to take advantage of the program. *To do so you must have a medical statement on file.*

A description of the student health service is enclosed. Note particularly the services that are available at the infirmary and those that are not. The College sponsors an insurance plan for services in addition to those provided at the infirmary. A brochure describing the insurance plan is enclosed. Interested students are requested to complete the insurance application in the brochure and return it to the Student Health Service, College of William and Mary, in the enclosed envelope. Note that this additional insurance plan may include spouses. For information on a somewhat more comprehensive and more expensive student policy available from Blue Cross/Blue Shield, inquire at the Graduate Office (Morton 125).

Identification Cards. Students may obtain I.D. cards at registration. Consult your departmental or school advisor for the specific place and time. Cards are available to students who pay full tuition and fees without charge; others will be charged \$2.00. Students must have I.D. cards to charge books from Swem Library. If you lose your card, be certain to notify the Registrar immediately. If you withdraw from the College, you are required to return the card to the Registrar.

ROOM AND BOARD

Graduate Housing. Most places available for graduate students in College housing have already been assigned, but students may place their names on the waiting list at the Office of Residence Hall Life (James Blair 206-B, Telephone No. 253-4314, 4319). A list of housing opportunities off campus in Williamsburg is available from the Off-campus Housing Office (James Blair 209, Telephone No. 253-4247). Marine Science students should consult the office of the dean for information.

Dining Halls. Graduate students can obtain punch cards for various combinations of meals at the William and Mary Commons throughout the school year. Semester plans are also available and can be purchased at the Treasurer's Office. Rates for the semester plan are as follows: a 20-meal-per-week plan for \$592; 15 meals per week for \$521; or \$10 meals per week for \$377. In each case a Dining Commons Card will be issued which may also be used in the Wigwam Snack Bar in the Student Center at times announced. Cafeteria service is also available at the Wigwam. The Christmas and Thanksgiving recesses during the first semester and the spring recess in the second semester are not included in the period for which the board is charged. These prices are subject to change during the year. See catalog for further information.

MONEY MATTERS

Payment of Assistantship Stipends, Scholarships, and Fellowships.

Graduate assistants in Arts and Sciences departments receive paychecks (minus deductions for the federal and state withholding taxes) on the first and sixteenth of each month from September 1, 1981, through May 16, 1982. History apprentices and students holding assistantships for May 16 through August 31 should consult their departmental advisors for their schedule of payments.

Graduate assistants in Arts and Sciences should file their Social Security numbers with the Payroll Office (James Blair 202) no later than August 15 to be certain that their first paycheck will not be delayed.

If a student in an Arts and Sciences department holds a scholarship or fellowship which exceeds the amount of tuition due, the tuition and fees which are owed will be deducted and the remainder paid to the student on or about November 30; or March 30. *Recipients should be certain to check with Ms. Diane Rice in the Treasurer's Office (James Blair 102) if there is a change of address, or if they have any questions regarding their financial aid.*

Part-Time Employment. Students who wish part-time employment should register at the Office of the Director of Student Financial Aid (James Blair 208).

For employment as Head Resident in undergraduate residence halls, apply to the Office of Residence Hall Life (James Blair 206; Ext. 4314, 4319). Head Residents are normally appointed in the spring for the following year.

Withholding Tax. Students who hold assistantships or apprenticeships or who work part-time for the College who believe that their total income for the calendar year will fall below the taxable minimum may request that taxes not be withheld from their pay. Forms for this purpose are available in the Personnel Office (James Blair 202, ext. 4214).

Social Security Taxes. Graduate assistants and apprentices and students working part-time for the College (including foreign students with "F" or "J" visas) may waive collection of Social Security taxes from their wages while they are registered and attending classes. During periods in which they are not registered and attending classes, however, Social Security taxes must be collected. Forms for the waiver may be obtained in the Personnel Office (James Blair 201).

Veterans' Affairs. The veterans' advisor is Mr. Leon Looney (James Blair 208, ext. 4233).

Emergency Loans. The Office of Student Financial Aid has two loan funds available to students. The first is a small cash loan fund from which students who find themselves short of cash may borrow \$10 to \$15 for brief intervals of time. The other, the Emergency Loan Fund, allows students to borrow larger sums, the exact amount to be determined by the Director of Student Financial Aid on the basis of the application. The loan is interest-

free and is usually only for a period of up to 30 days, although the time may be extended in exceptional situations. For further information, contact Mr. Looney (James Blair 208, ext. 4233).

Cashing Checks. Checks (maximum \$25.00) may be cashed at the Williamsburg Campus Center front desk with your College Identification Card. Local Williamsburg banks and merchants will also generally cash student checks upon presentation of a student "I.D." The College and most Williamsburg stores accept checks in payment, and many will accept checks for more than the amount of the purchase. The main Post Office, however, will usually not accept checks.

ACADEMIC MATTERS

SWEM LIBRARY HOURS

Regular Sessions:

Mon. - Fri., 8 a.m. - 12 midnight

Sat., 9 a.m. - 6 p.m.

Sun., 1 p.m. - 12 midnight

Summer Session:

Mon. - Thurs., 8 a.m. - 10 p.m.

Fri. - Sat., 8 a.m. - 5 p.m.

Sun., 1 p.m. - 10 p.m.

The Circulation Desk closes 30 minutes prior to the Library's closing.

Vacation and Interim Periods

Mon. - Fri., 8 a.m. - 5 p.m.

Sat., 9 a.m. - 6 p.m.

Sun., 1 p.m. - 5 p.m.

Special Collections Hours

Mon. - Fri., 8 a.m. - 5 p.m.

Sat., 9 a.m. - 1 p.m.

Listening Room (except during vacation and interim periods)

Mon. - Fri., 8 a.m. - 5 p.m.

Mon. - Th., 7 p.m. - 10 p.m.

Sat., 1 p.m. - 4 p.m.

Duplicating Room

Mon. - Fri., 8 a.m. - 5 p.m.

GRADUATE REGULATIONS. A complete statement of all the graduate regulations governing your career at the College will be found in current

editions of the graduate catalogs. You are responsible for a knowledge of all of these.

There are a few matters that need emphasis because of frequent confusion.

Dropping and Adding Courses. All drops and adds after your original registration must be made by filing Change in Registration Form signed by your department or school advisor in the Graduate Office (Morton 125) or the office of the Dean of the School of Marine Science, as is appropriate.

You may not add a course in the fall semester after 5 p.m. on Friday, September 11, 1981, or in the spring semester after 5 p.m. on Tuesday, February 2, 1982.

You may drop a course while remaining registered for other courses during the fall semester until 5 p.m. on Friday, October 16, 1981, or in the spring semester until 5 p.m. on Monday, March 15, 1982, and the course will be erased from your record. If you drop a course before these dates and are registered for no other course that semester, the course will remain on your record with the notation "W."

If you drop a course after the dates indicated, your instructor must indicate on the Change of Registration Form whether you are passing at the time. If you are, the course will be entered on your record with the notation "W;" if you are not, with the notation "F."

You may not drop a course without receiving an "F" after 5 p.m. on the last day of classes: Friday, December 4, 1981, in the fall semester, and Wednesday, April 28, 1982, in the spring semester.

Incomplete and Deferred Grades. In addition to the grades A,B,C, P (Pass, in certain courses only), D, or F, instructors may assign the notations "I" (Incomplete) or "G" (Deferred).

An "I" or Incomplete means that because of illness or other major extenuating circumstance, the instructor has agreed to allow you to postpone completion of certain requirements of the course. The final examination may be postponed only with the permission of the Graduate Dean of Arts and Sciences or the Dean of the School of Marine Science, as is appropriate. You must also arrange through the office of the Dean of the Faculty of Arts and Sciences to take a deferred final examination. If you do not complete the course requirement that was postponed by the end of the following semester,

the "I" will automatically become "F," unless the instructor grants you an extension. The final examination, however, may not be postponed beyond one semester, and for other requirements, the instructor may not grant a further extension of more than one additional semester.

A "G" deferred grade indicates that the instructor did not have sufficient evidence on which to base a grade. Normally all deferred grades must be completed before a degree can be awarded. In cases in which to require a student to complete a course would be manifestly inappropriate to the student's final plan of study (because of a change of thesis or research topic, for example), an instructor may request permission from the Graduate Dean or the Dean of the School of Marine Science, as is appropriate, to leave the notation "G" on the student's record.

Auditing Courses. Full-time students may audit courses without additional charge. If you wish to audit courses numbered 499 or below, you must request permission through the Office of the Dean of the Faculty of Arts and Sciences; for courses numbered 500 or above, through the Graduate Office of Arts and Sciences or the office of the Dean of the School of Marine Science, as is appropriate.

Taking Graduate Courses Outside Your Department or School. If you wish to take a course for graduate credit outside your department or school, you must have the permission of the instructor and the chairman of the department or the dean of the school involved.

MOTOR VEHICLES

All students, both resident and commuting, who operate a motor vehicle (including motorcycles) on the Williamsburg campus must register with the Campus Police by the third day of classes. Registration must be completed at the Campus Police Office. Any motor vehicle brought onto campus after the academic year begins must also be registered at the Police Office. A uniform fee of \$10.00 is charged all individuals operating motor vehicles (including motorcycles) on campus, except day students who choose to park at William and Mary Hall for which the fee is \$1.00. College regulations (see pp. 47-48 of the *Student Handbook*) are applicable to all motor vehicles parked on College property.

Handicapped students may apply for special parking permits at the Affirmative Action Office in Room 106, New Rogers Hall or by calling the A.A. Office on exts. 4651, 4740.

Out-of-state students must have Virginia plates if (1) they live off-campus or (2) they work part-time or full-time off campus. (Out-of-state students living and working on campus do not have to register their cars in Virginia.) If you are an out-of-state student and are not employed in Virginia, you may drive on your home state's license for a period of six months; if you hold either a full or part-time job, your out-of-state license will be valid for a period of 60 days only. You may obtain a state car tag (cost \$15) and a Virginia Driver's License (fee \$9) at the Division of Motor Vehicles, 942 Capitol Landing Road. Further information may be obtained by calling 253-4811.

By ordinance, Williamsburg requires operators of automobiles and motorbikes in the city to have a "city tag." This does not apply to Virginia residents who have a valid tag from their home city or county. City tags, costing \$10 per year, are obtained at the Office of the Commissioner of Revenue, located in the Courthouse at 321-45 West Court Street (phone 229-1626). City regulations apply to all automobiles (regardless of the owners) parked on Jamestown or Richmond Roads.

STUDENT SERVICES

The Graduate Student Center. (199 Armistead Avenue) provides a meeting place for all graduate students of the College. It is open 9 a.m. to 9 p.m. Monday through Saturday and from noon until 9 p.m. on Sunday and at other times by request. It may be reserved for social or business meetings by applying at the Office of Kenneth Smith, Associate Dean of Students for Activities and Organizations, Campus Center, or by calling extension 4557. Kitchen facilities are available. The center is administered by a committee of the presidents of the several graduate associations.

Campus Student Center. The Campus Center, located on Jamestown Road opposite the Brafferton, serves as a meeting place for students by offering a wide variety of both educational and recreational programs and services. Its facilities include an Information Desk where newspapers, magazines, cigarettes, candy, and craft supplies are sold. Tickets to most college functions other than athletic events, theatre productions, and some concerts held at William and Mary Hall may be purchased at this desk. The Center also has a sizeable lounge with daily papers and current periodicals for reading; a T.V. viewing area with a large color television equipped with cablevision offering 16 channels for your viewing enjoyment; and public telephones for your local and long distance dialing convenience. Located in the Campus Center is a small cafeteria, "The Wigwam," operated by the College Food Service, offering breakfast, lunch, and dinner at very reasonable prices.

Meeting space is available to organizations on a reservation basis with rooms ranging in size from small conference rooms for 10 people to the Ballroom seating 400. The Sit 'N Bull Room, a pub-style area, is used frequently for receptions, luncheons, banquets, and coffee houses. The Little Theatre is equipped with a large movie screen on stage and a projection booth for movies. The Ballroom, as well as the Theatre, is used by many organizations for dances and concerts throughout the year.

The desk has billiard and ping pong equipment that may be checked out and used in the Game Room in the basement where there are 2 ping pong tables and 4 billiard tables. There is no charge for the use of the Game Room facilities. Playing cards and chess sets may also be signed out in the lounge. All services of the Campus Center are available to students, faculty, and administrative staff members, requiring only a current "I.D." card.

The Campus Center has a fully equipped darkroom for use by students not connected with a publication. For information on use of this darkroom inquire at the Main Desk. The Campus Center Craftshop is located in the basement of the Campus Center. Equipment, materials, and instruction are provided to students for craft work such as pottery, poster-making, silk screening, macrame, leather work and photography. These facilities are available at minimal or no cost.

Sign-printing equipment is available to organizations that wish to have signs printed. The only charge is for the supplies. Typewriters (presently, one manual and one electric) are available for use by students in the Campus Center on a sign-up basis. Users must supply their own paper. Information on typewriters is also available at the Main Desk.

The Campus Center is the site for many art exhibits, pottery displays and sales, and craft festivals. Just prior to Christmas Recess each year, the Campus Center sponsors a "Craft Festival" where students, faculty and staff members exhibit and sell handcrafted items they have made. This is an opportunity to pick up unique and inexpensive Christmas gifts.

The Campus Center is open Monday through Saturday from 7 a.m. to midnight and from 8 a.m. to 11 p.m. on Sundays.

Hoi Polloi. The Hoi Polloi, better known as the Pub, is located behind the Campus Center in old Trinkle Hall. The Pub provides low-cost student entertainment, beer, food, and company. Pub managers are graduate students at the College.

The Pub features dance bands several nights a week, in addition to folk and bluegrass entertainers. For further information, call the S.A. office (ext. 4350) or the Pub (ext. 4013).

If an organization's members wish to use a room in the Pub for a private party, a class, or whatever, contact Dean Smith, ext. 4557.

NOTE: Only persons connected with the College or their guests may use the Pub facilities. Always carry your College "I.D." for admission purposes.

Recreational Facilities. The College has numerous recreational facilities that students are encouraged to use as often as time allows. Blow Gymnasium is open for informal recreation on a regular basis and has an equipment check-out system. The Gym has two basketball courts, a swimming pool, two handball courts, volleyball courts, showers, lockers, and horseshoe pits. Adair gymnasium is open for women students' informal recreation, offering facilities for fencing, badminton, volleyball, and basketball. Men's and women's recreational swimming is available at Adair Pool in the afternoons and on weekends. Adjoining Adair Gym are the College tennis courts, equipped with lights for night playing and operating on a first-come, first-served basis, except at times when the courts are reserved for intramural and intercollegiate activities.

William and Mary Hall, in addition to the main floor which is used for intercollegiate athletic events, has two auxiliary gymnasiums, a gymnastics room, a wrestling room, and weight room.

Hours for operation of gyms, pools, and tennis court lights are posted in the respective buildings.

Lake Matoaka, a recreational area of the College, is the site of an amphitheatre and has facilities for group picnics. Requests for reservations should be made to the Office of the Associate Dean of Students for Activities and Organizations.

Intramural Sports. All students are encouraged to participate in the intramural sports program, whether in team or individual sports. Entries may be made up from residence halls, departments, schools, or independent groups of individuals. Male students enrolled at the College are eligible to compete in the following intramural activities: badminton, basketball, bowling, free throws, golf, handball, horseshoes, softball, swimming, tennis, touch football, track and field, volleyball, and wrestling. The women's program offers competition in archery, badminton, basketball, bowling, bridge, softball, swimming, tennis, track and field, and volleyball.

The purpose of the intramural program is to offer every student and staff member an opportunity to participate as often as time and interests permit and to provide as inclusive a program as funds and facilities permit. Men's intramurals are under the auspices of the Department of Physical Education for Men and the women's program is planned and administered by the Women's Recreation Association, a student organization, with the assistance of the faculty of the Department of Physical Education for Women.

Buses. The William and Mary bus system provides free transportation for all William and Mary students. There are two routes, each with its own schedule. Buses with GREEN signs in the window serve James Blair Terrace with stops at Monticello Shopping Center, William and Mary Hall, The Commons, DuPont, Small Hall, Millington Hall, Rogers Hall, Barrett, Bookstore, Brown Hall, Williamsburg Public Library and Blow Gym. Buses with YELLOW signs serve Ludwell Apartments with stops at Small Hall, Millington Hall, Rogers Hall, Barrett, Bookstore, Brown Hall, Williamsburg Public Library, Fraternity Complex, the Commons, DuPont, and Adair Gym. The buses run approximately every half hour from 7 a.m. to midnight (later on weekends) but, for exact time, check the schedules posted on the Campus Center, residence halls, and on the buses.

GENERAL STATEMENT OF POLICY

Within the limits of its facilities and its obligations as a State university, the College of William and Mary opens the possibility of admission to all qualified students without regard to sex, race, color, age, religion, or national origin, and provides reasonable accommodations for handicapped students, the facilities and services of the College are open to all enrolled students on the same basis, and all standards and policies of the institution, including those governing employment, are applied accordingly.

Senior citizens of Virginia who wish to take advantage of fee waiver privileges for attending courses at William and Mary are invited to contact the Office of Admissions for full details.

The College reserves the right to change the regulations, charges, and curricula listed herein at any time.

